

**Title 4**

**ADMINISTRATION**

**Part I. General Provisions**

**Chapter 4. Department of State**

**§401. Department of State Non-Statutory Fee Schedule**

A. The Department of State has established non-statutory fee schedules for various filings, services, and publications. If a product referred to in the schedules shown below has to be mailed, the cost for mailing said product would be added to the fee charged.

1. Department of State General Fees

ITEM	FEE
Express Delivery (Cost Per Package)	Actual Cost
Non-Sufficient Funds Charge	\$25.00
Photocopies (Per Page)	\$0.25
Postage (Per Package)	Actual Cost
Public Records Request Fee (Certify Public Records) (Cost Per Certification Form)	\$20.00
Public Records Request Fee (Cost Per Page up to 8 ½" X 14") (Two-sided copy is charged as two pages) (Including Facsimile)	\$0.25
Public Records Request Fee (Cost Per Page for Printed Copy Greater Than 8 1/2" X 14") (Two-sided copy is charged as two pages)	Actual Cost
Public Records Request Fee (Cost Per Page for CD-ROM or USB Drive)	\$0.25
Public Records Request Fee (Cost Per Page for Electronic File Emailed)	\$0.25

2. Business Services Division – Commercial

ITEM	FEE
Corporations –	
Complete Corporation Information Computer Data Transfer	
Weekly, Per Initial Load	\$2,500.00
50 Files at \$200 Per Week	\$10,000.00
Total	\$12,500.00
Monthly, Per Initial Load	\$2,500.00
11 Monthly Files at \$400	\$4,400.00
Total	\$6,900.00
Monthly Trade Names Only, 12 Monthly Files	
Total	\$1,725.00
Customized Computer List	\$25 for 1 <sup>st</sup> 40 Records Plus \$0.01

	Per Each Additional Record
Miscellaneous Corporations Fees --	
Agent for Service of Process	\$15.00
Certificate for Service of Process	\$20.00
Political Subdivision	\$10.00
Power of Attorney	\$25.00
Uniform Commercial Code –	
Direct Access Fee, Annual Subscription, Unlimited Usage	\$400.00
Monthly Updates Information Computer Data Transfer, Annual Fee, Monthly Updates Subscription	\$6,900.00

### 3. Legal Division – Commissions

ITEM	FEE
Adoptions (Apostilles or Authentication Certificates) (Cost Per Certificate)	\$10.00
Apostille Certificate (Cost Per Certificate)	\$20.00
Certificate of Authentication (Cost Per Certificate)	\$20.00
Certificate of a Pardon (Cost Per Certificate)	\$20.00
Certified Document (Executive Orders or Proclamations) (Per Document)	\$20.00
Replacement Commission Certificate	\$20.00
Replacement Identification Card	\$5.00

### 4. Election Services — Publications

ITEM	FEE
Bond Registration Certificate (Municipal Bonds) (Optional)	\$10.00
Certified Copy (Per Document) (In Addition to \$0.25 Per Page Fee)	\$20.00
Certified Copy of “Living Will” Declaration Registration	\$20.00
“Living Will” Replacement of Identification Card	\$5.00
Proces Verbal	
Recordation	\$10.00
Proces Verbal (Cost Per Page)	\$2.00
Public Officials Signature Registration Certificate	\$10.00
Publications	
Ballot Box	\$5.00
Buckram Bound Acts of Legislature	
2010/I, II and III (2010 Regular Session)	\$172.00
2011/I and II (2011 Regular and 1 <sup>st</sup> Extraordinary Sessions)	\$120.00
2012/I, II and III (2012 Regular Session)	\$174.00

2013/I and II (2013 Regular Session)	\$120.00
2014/I, II and III (2014 Regular Session)	\$170.00
2015/I and II (2015 Regular Session)	\$205.00
2016/I, II and III (2016 Regular Session and 1 <sup>st</sup> and 2 <sup>nd</sup> Extraordinary Sessions)	\$340.00
2017/I and II (2017 Regular Session and 1 <sup>st</sup> and 2 <sup>nd</sup> Extraordinary Sessions)	\$250.00
Future Issues (Printed Annually) *	Varies
Code of Governmental Ethics	\$5.00
Corporation Law	\$25.00
Election Code	\$20.00
Lawrason Act	\$5.00
Legislative Calendar of the Legislature	\$25.00
Official Journal of the Proceedings of the House of Representatives	\$25.00
Official Journal of the Proceedings of the Senate	\$25.00
Report of Secretary of State CY 2009 and CY 2010	\$63.00
Report of Secretary of State CY 2011 and CY 2012	\$60.00
Report of Secretary of State CY 2013 and CY 2014	\$70.00
Report of Secretary of State CY 2015 and CY 2016	\$40.00
Report of Secretary of State (Future Issues) (Printed Bi-Annually) **	Varies
Roster of Officials 2012	\$25.00
Roster of Officials 2016	\$30.00
Roster of Officials (Future Issues) (Printed Every 4 Years) **	Varies

The department shall publish the cost in *The Advocate* annually for these publications and will post the costs on the department's website after the cost for each publication is determined.

\*Pursuant to R.S. 43:22, the formula for the cost for publishing the Buckram Bound Acts of Legislature is as follows: Printing Estimate + 10 Percent of the Printing Cost + Postage/Quantity of Books Ordered.

\*\*The cost for these publications may vary and is based upon the following: Printing Estimate + Department Staff Costs + Postage/Quantity of Books Ordered.

#### 5. State Archives Division — Archives Reproduction and Research Section <sup>1</sup>

ITEM	FEE
Digital Imaging —	
600 Pixels Per Inch .TIFF Digital Image (Not for Commercial Use) (For Existing Original Photograph Collections Only) (See Reproduction Rights Fee) <sup>3</sup>	\$10.00
Reproduction Rights Fee (Commercial Use Only) (Per Image) <sup>4</sup>	\$100.00
Legislative Committee Audio Tapes Reproduction	
For Public (Archives Provides Tape) (Cost Per Tape or Digital Recording)	\$20.00
For State Agency (Archives Provides Tape) (Cost Per Tape or Digital Recording)	\$10.00
Photocopy Reproduction —	

Confederate Pension Records Applications (Per Individual) (Cost Per One Application)	\$20.00
Military Service Records (Confederate Soldiers Military Records From Louisiana and World War I Discharge Records) (Cost Per Individual)	\$15.00
Other Historical Documents (Per Act 602 of the 2006 Regular Legislative Session) (Louisiana Governmental Agencies Only) (Cost Per Set)	\$10.00
Proces Verbal (Archived Records Only)	
Certification	\$20.00
Proces Verbal (Cost Per Page)	\$2.00
Self-Service Copy Charges —	
Book Scanner Prints (Cost Per Page)	\$0.25
Computer Printouts (Cost Per Page)	\$0.25
Microfilm Prints (Cost Per Page)	\$0.50
Photocopies (Cost Per Page)	\$0.25
Staff Reproduction of Archival Material —	
Document Certification (Cost Per Record)	\$20.00
Public Vital Records (Certified) (Cost Per Record)	\$10.00
Public Vital Records (Certified Letter of “No Record After Reasonable Search”) (Per Individual) (Vital Records Only)	\$20.00
Public Vital Records, Photocopy (Non-Certified) (Cost Per Record)	\$5.00

<sup>1</sup> Fees are for research and must be collected for both successful and unsuccessful searches. No research will be conducted until payment is received. As such, email requests will only be taken with approved bankcard prepayment.

<sup>2</sup> Refer to the Louisiana State Archives Policy on the Reproduction of Archival Images (Form LH10).

<sup>3</sup> Refer to the Louisiana State Archives Policy on the Reproduction of Archival Images (Form LH10) and Request for Permission to Publicly Display Images for Commercial Use (Form LF12).

- a. The following forms will be used when requesting reproduction of archival images and requesting permission to publicly display images for commercial use:
- i. Policy on the Reproduction of Archival Images (Form LH10);
- and/or
- ii. Request for Permission to Publicly Display Images for Commercial Use (Form LFP12).

#### 6. State Archives Division – Multi-Media Library <sup>4</sup>

ITEM	FEE
Audio and Video Fees --	
Staff Research/Production Time Rush Fee	\$50.00
Materials Charge (Cost Per Tape)	\$10.00
Audio Duplication Fee for Screener --	
Local (Per Hour of Footage)	\$100.00

National (Per Hour of Footage)	\$100.00
Other Commercial (Per Hour of Footage)	\$100.00
Worldwide (Per Hour of Footage)	\$100.00
Film and Video Duplication Fee for Screener --	
Local (Per Hour of Footage)	\$300.00
National (Per Hour of Footage)	\$300.00
Other Commercial/Telecourse (Per Hour of Footage)	\$300.00
Worldwide (Per Hour of Footage)	\$300.00
Multimedia Archives License Fee Schedule --	
Cable/Satellite Television Transmission Only	
Local	\$15.00
Nationwide	\$25.00
Captured Audience (i.e. In-Flight, Cruise Ship)	\$25.00
In Addition to Any of the Other Media	\$5.00
Corporate Presentations, Live Events, Concerts and Museum Exhibits	
Local (One-Location or One-State)	\$15.00
Nationwide	\$20.00
Worldwide	\$25.00
Educational, Non-Commercial Distribution Only (Non-Broadcast)	
Local	\$10.00
Nationwide	\$15.00
In Addition to Any of the Other Media	\$5.00
Film Festivals	
Nationwide	\$20.00
Worldwide	\$25.00
In Addition to Any of the Other Media	\$5.00
Home Video (CD-ROM, DVD) (Distribution Only)	\$25.00
In Addition to Any of the Other Media	\$10.00
Internet (Files must be protected from download)	\$25.00
In Addition to Any of the Other Media	\$5.00
Radio Transmission	
Nationwide	\$10.00
Worldwide	\$15.00
In Addition to Any of the Other Media	\$5.00
Television Broadcast and Cable/Satellite Transmission	
Local	\$15.00
Nationwide (U.S. and Canada)	\$30.00
Worldwide	\$45.00
Television Broadcast on Non-Commercial (PBS) Stations Only	
Local	\$15.00
Nationwide	\$20.00
Television Commercials	
Local (One Market)	\$30.00

Nationwide	\$45.00
Worldwide	\$60.00
Theatrical Distribution	\$40.00
Plus Nationwide Television Broadcast & Cable/Satellite Television	\$45.00
Plus Worldwide Television Broadcast & Cable/Satellite Television	\$50.00
Video-On-Demand/Pay-Per-View (Includes Downloadable Video and Wireless Devices)	\$20.00
In Addition to Any of the Other Media	\$5.00
All Media, Not Known, Worldwide	\$90.00

<sup>4</sup> A \$300 minimum license fee applies to all the license fees listed herein and is due and payable at the time the footage is ordered from Louisiana State Archives and is non-refundable in the event of non-usage of the footage.

7. State Archives Division – Micrographics and Storage (Interagency Services Only)

ITEM	FEE
2 <sup>nd</sup> Diazo Duplicate Reel (16 mm)	\$10.00
2 <sup>nd</sup> Diazo Duplicate Reel (35 mm)	\$15.00
2 <sup>nd</sup> Silver Original Reel (Dual Reels)	\$8.00
Add-on Image to Microfiche Jacket	\$0.20
From Paper to Microfilm	\$0.07
Load Reel onto Cartridge	\$10.00
Microfiche Jacket	\$0.50
Microfilm Duplication of Existing Roll (Cost Per Roll)	
16 mm Reel (Includes Shipping and Handling)	\$20.00
16 mm Reel (Duplicate Film for State Agencies)	\$10.00
35 mm Reel (Includes Shipping and Handling)	\$25.00

The microfilm image (16 mm or 35 mm) price includes the following: pickup, make ready, filming, processing, storage of original reel at the Louisiana State Archives Facility, duplicate reel sent to agency, disposal of original documents, and/or return of documents per agency instruction or approval. For more details or job price quotes, please contact the microfilm program at (225) 922-1000.

8. State Archives Division – Storage Facility

ITEM	FEE
Package of Cubic Foot Boxes (Storage Boxes for State Records Center Storage) (25 Boxes in Package)	Actual Cost

Due to the fluctuation in the department's procurement cost of the storage boxes, the actual cost for boxes will be assessed and will be posted on the department's website.

B. Method of Payment

1. The acceptable methods of payment for fees specified in Subsection A above are credit card (see bankcard convenience fee below), check, money order, or cash. Checks and money orders should be made to the Department of State.

2. There is a service charge for using a bankcard for transactions conducted via internet, postal mail, email, FAX, and telephone requests. If using a credit or debit card for an in-person transaction, there is no service charge. Since the bankcard convenience fee has to be approved by the State Treasurer, the fee will be posted on the department's website. This amount may vary.

3. Payments from state entities are to be processed through authorized state accounting systems.

AUTHORITY NOTE: Promulgated in accordance with R.S. 3:1447, R.S. 9:2782, R.S. 18:1293, R.S. 24:172, R.S. 24:173.1, R.S. 25:1282, R.S. 25:1284, R.S. 36:742, R.S. 40:1151.2, R.S. 43:19, R.S. 43:22, R.S. 44:1 et seq., R.S. 44:402, R.S. 44:405, R.S. 44:406, R.S. 44:408, R.S. 44:415, R.S. 44:420, R.S. 44:421, R.S. 49:222(A), R.S. 49:227, R.S. 49:228, Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents, and Hague Convention of 29 May 1993 on Protection of Children and Co-operation in Respect of Intercountry Adoption (22 CFR 96).

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, LR 43:2537 (December 2017), amended LR 44:2222 (December 2018).

### **§403. Department of State Public Records Request**

A. The Department of State processes public records requests during regular business hours (Monday through Friday from 8 a.m. to 4:30 p.m.) each business day. The department does not process requests on Saturdays, Sundays, or state holidays.

B. All requests shall be made in writing and may be made by completing a form that will be provided on the department's website. If the copies are to be certified, the person making the request should notify the department when making his request. Certified copies are not available when transmitting records via email, except for commercial records.

C. When submitting a request in writing or in-person, the requestor should use the following address: Department of State, Attention: Legal Division (Public Records Request), 8585 Archives Blvd., P. O. Box 94125, Baton Rouge, LA 70804-9125. Requests may also be made online by answering all of the questions provided on the form and submitting the request to the following email address: [PublicRecordsRequest@sos.la.gov](mailto:PublicRecordsRequest@sos.la.gov).

D. Every public records request shall provide a detailed description of the documents being requested. In addition, the requestor shall inform the department as to the format (i.e., hard copy, electronic copy, USB drive, CD, tape, etc.) to use when submitting the documents to the requestor. In addition, he must stipulate the delivery method (U.S postal service, express mail, electronic delivery, in-person, or fax) that will be used to submit documents to requestor.

E. After the department processes the request, an estimate of the costs will be submitted to the requestor utilizing the costs specified in §401 above plus the cost of delivery. All payments can be made utilizing a credit card (see §401.B.2 above for convenience fee), check, or money order. Once the department receives the funds from the requestor, the department will release the documents to the requestor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 36:742, R.S. 44:1 et seq., and R.S. 49:222(A).

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, LR 43:2539 (December 2017).

**§405. Louisiana State Archives Facilities**

A. Non-Profit Groups and Civic Organizations. There is no rental fee charged for use of the state archives facility during regular business hours (Monday through Friday 8 a.m. to 4 p.m.). These meetings must be free and open to the public. If a non-profit group or civic organization wants to meet after hours, there will be a \$50 security fee charged. The state archives facility closes at 9:00 p.m. for all after hour events.

B. For-Profit and Commercial Groups. These groups will be charged based on the schedule listed below:

1. \$75 for half-day rental;
2. \$150 for full-day rental during regular business days (Monday to Friday from 8:00 a.m. to 4 p.m.); and
3. \$300 for after-hour's events.

B. The state archives facilities will close at 9:00 p.m. for all after-hour's events.

C. Method of Payment. When paying for either the rental cost or the security fee, one-half of the total fee is to be made payable to the Department of State and the other one-half is to be made payable to the Friends of the Louisiana State Archives.

D. In order to rent the state archives facility, all organizations will be required to complete a Louisiana State Archives Event Request form, which can be found on the department's website. On the form, the organization will be required to acknowledge agreement with the indemnification provision specified on the form. The completed form should be mailed to the Department of State, Archives Division, P.O. Box 94125, Baton Rouge, LA 70804-9125. The form may also be emailed to the Archives Division. If there are any questions, call the state archives facility at (225) 922-1000.

E. The state archives facility consists of the following:

1. auditorium (95 permanent tiered seats with a capacity of 120 when using folding chairs);
2. gallery (40-seat capacity with no projector option); and
3. lobby.

F. In addition, the organization shall indicate if they need any of the following:

1. microphone;
2. podium;
3. projector;
4. 6 foot tables; and/or
5. additional folding chairs.

G. Every effort will be made to accommodate requests; however, events may have to be postponed or moved to alternate locations due to unforeseen circumstances, such as early voting. The department will notify the organization as soon as possible should any change become necessary.

AUTHORITY NOTE: Promulgated in accordance with R.S. 36:742, R.S. 44:408, and R.S. 49:222(A).

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, LR 43:2540 (December 2017).

